

## **ARE YOU INTERESTED IN OUR ADMINISTRATIVE INTERNSHIP?**

The U.S.-China Economic & Security Review Commission has ongoing openings for Administrative Interns for undergraduate-level students with an interest in office or business administration.

### **POSITION REQUIREMENTS:**

All applicants for Administrative Internships must be U.S. citizens (or have applied for U.S. citizenship and naturalization), and must have at least a 3.0 GPA (on a 4.0 scale).

Candidates must be undergraduate college students in good standing. Coursework with a focus in business, accounting, finance, operations management, human resources, communication, or specialization in other related fields is desirable.

Candidates should demonstrate strong organizational, writing, and verbal communication skills, proficiency in Microsoft Office applications, and be willing to undertake a variety of operational and administrative tasks.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Administrative Interns assist the Commission's administrative staff in their day-to-day responsibilities. These responsibilities include: providing operational assistance to Commission staff members in such areas as accounting, personnel management, procurement and acquisition, records management, and travel; preparing for hearings and meetings; and, editing and formatting transcripts, reports, and official correspondence.

Administrative Interns may work full-time or part-time. Administrative Interns not receiving academic credit may qualify to be paid on an hourly basis.

### **APPLICATION DATES & DEADLINES**

<b>2012 SESSIONS</b>	<b>APPLICATION DEADLINE</b>
Spring 2012 (January – May)	November 4, 2011
Summer 2012 (June – August)	April 8, 2012
Fall 2012 (September – December)	July 8, 2012

### **HOW TO APPLY**

A complete application package containing **ALL** required documents below must be sent via email to [internships@uscc.gov](mailto:internships@uscc.gov). Incomplete packages will not be considered.

Your application package must include a:

### **1) COVER LETTER THAT INCLUDES:**

- Your contact information: home address, telephone number(s), and email address
- Title of position for which you are applying: Administrative Intern
- Session for which you are applying: Spring 2012; Summer 2012; or, Fall 2012
- Availability: Full-Time or Part-Time (include tentative work schedule & hours per week)
- Brief statement outlining your interest in the Commission and our Administrative Internship program
- Brief statement addressing your relevant work experience and/or coursework

### **2) PROFESSIONAL RESUME THAT INCLUDES:**

- Chronological work history starting with your most recent position/work experience
- Education (including Major(s), Minor(s), and expected date of completion) and current GPA
- Honors, awards, extracurricular activities, and/or special accomplishments

### **3) LETTER OF RECOMMENDATION**

**NOTE: All the information requested above must be received by midnight EST on the 'application deadline' date or your application will not be considered.**

### **WHAT TO EXPECT AFTER APPLYING:**

After submitting your application package for this position you will receive an email confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via phone and/or email if we wish to schedule a telephonic interview.

Applicants not selected for further consideration will be notified via email when the selection process for the current session has been completed.

### **OTHER IMPORTANT INFORMATION:**

**Administrative Interns are paid \$10.00 per hour.** Applicants/selectees who are receiving credit for their Internship through an accredited academic program are not eligible for hourly compensation. The "SmartBenefits" transit subsidy program is available to all Interns, but no other benefits are authorized or available.

***The US-China Economic & Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.***

*The USCC will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application. – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.*

*Please send any questions regarding the program or application process to: [internships@uscc.gov](mailto:internships@uscc.gov).*